

ILPA Set-up

July 16, 2014

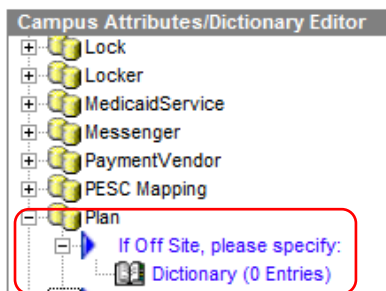
This document outlines the set-up instructions for initial use of the ILPA module in Infinite Campus.

Off-site, specify - Attribute Dictionary set-up

If your district has off-site alternative educational programs this step must be done.

Campus Path: System Administration | Custom | Attribute Dictionary

- Find and Expand **Plan** Attribute




- Expand **If Off Site, please specify**
- Select **Dictionary**

If Off Site, please specify: Dictionary Detail							Add Row
	Code	Name	Seq	Value	Standard Code	Active	
X	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
X	02	Test Credit Recovery	2			X	
X	01	Test Alternative	1			X	

- ✓ Enter Code Number as the alternative program's three-digit school number
- ✓ Enter Name of Offsite Program
- ✓ Enter the Sequence as to the order in which you want them to appear in the drop list
- ✓ Select the Active checkbox to have them appear in the drop list
- ✓ Click Add Row to include additional off-site programs
- ✓ Click Save when all off-site programs have been added to the dictionary

Template Banks

There are several scroll text boxes within the ILPA editors. If the data label has a paper symbol beside it, the district has the option to create template banks for users to select a template for the response.

Student's Strengths 

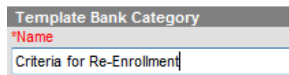
Campus Path: System Administration | ILPA | Template Banks



The following fields within the ILPA can have template banks made available by the district:

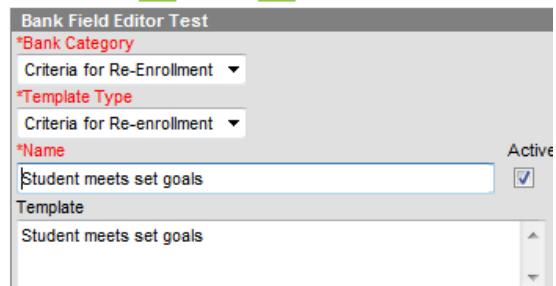
- Criteria for Re-Enrollment
- Student's Strengths
- Student's Needs
- Goals and Objectives

Create and Save a **New Bank Category** for each of the above



A screenshot of a web form titled "Template Bank Category". It contains two fields: a red-labeled "*Name" field with the text "Criteria for Re-Enrollment" and a blue-outlined empty text field below it.

Create **New Bank Fields** for each of the categories



A screenshot of a web form titled "Bank Field Editor Test". It contains several fields: a red-labeled "*Bank Category" dropdown menu with "Criteria for Re-Enrollment" selected; a red-labeled "*Template Type" dropdown menu with "Criteria for Re-enrollment" selected; a red-labeled "*Name" text field with "Student meets set goals" entered; an "Active" checkbox which is checked; and a "Template" section with a text field containing "Student meets set goals".

- ✓ Select the appropriate *Bank Category* and *Template Type* from the drop list
- ✓ Enter the *name* of the Bank field
- ✓ Select *Active* indicator to ensure availability in the drop list
- ✓ Enter the *Template* description, NOTE this must be entered for the option to appear in the ILPA drop list
- ✓ Click Save